

**CLASS TITLE: PRINCIPAL COMMUNITY DEVELOPMENT
TRAINING SPECIALIST**

Class Code: 02860400

Pay Grade: 29A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform the most complex planning, development evaluation and administration duties in the training of local government officials, employees and citizens in order to improve local government functioning; as required to supervise the work of other specialists engaged in such functions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform the most complex planning, development, evaluation and administration duties in the training of local government officials, employees and citizens in order to improve local government functioning.

To be responsible for supervising the planning and implementation of broadly based training programs, which include a number of individual courses.

To perform various duties in regard to program and course development such as analysis of client needs, research and development of subject matter, selection of training methodology, location of training resources, and development on written and audio-visual training material.

To be responsible for conducting training courses when necessary.

To evaluate the effectiveness of the training program, identify training needs, and recommend changes and additions to the total training program.

To coordinate training efforts with other federal, state and local programs and to provide technical assistance to state and local officials.

To assist in the preparation of requests for federal and state funds.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of developing training programs for local government officials, employees and citizens; a thorough knowledge of the methods and techniques of researching training problems such as the analysis of client needs, research and development of subject matter, selection of training methodology, location of training resources, development of written and audio-visual training material and evaluation of training effectiveness; the ability to plan, develop and conduct training courses; the ability to establish and maintain effective working relationships with federal, state and local officials as well as subordinates; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in Planning, Public Administration, Social Science, Education, or in a related field from a recognized school of higher learning; and

Experience: Such as may have been gained through: considerable employment in a responsible position in the planning and development of training programs and courses.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 8, 1975

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